

Division of Developmental Disabilities  
State Operated Intermediate Care Facilities for  
Individuals with Intellectual Disabilities  
Governing Body Meeting Minutes

PENDING APPROVAL

**Date:** September 28, 2017

**Time:** 2:00 p.m.

**Location:** Department of Economic Security  
Division of Developmental Disabilities  
1789 W. Jefferson Street, A.D. Conference Room  
Phoenix, Arizona 85007

**Governing Body Committee Present**

Bruce McMorran, ATPC Superintendent; Dr. Jennifer Gray, Health Services; Angela Venne, Training Officer; Jeffrey Amberson, Training Manager; Dr. Pearlette Ramos, Deputy Administrative Director; Joe Tansill, Business Operations, Leah Gibbs, Director of Residential Services

Absent: Sherri Wince, Chief Compliance Officer; Maureen Casey, Assistant Director; Dr. Joanna Kowalik, Chief Medical Officer; Laurie Lockyer, Chief Quality Officer; Dan Johnson, Physical Plant Supv.

**Governing Body Committee Joining Telephonically**

Vicki Kronabetter, Phoenix State Operated Services; Lucy Mailloux, HR Administrator; Amanda Rogers; Support Services Manager

Visitors: Ciara Wimby, Project Manager; Anthony Kelsh, Security Officer II, Reynolds Nejo; Lieutenant Staff: Adrienne McCowan, Administrative Assistant

**Call to Order, welcome, introductions, review & approval of August 31, 2017 draft meeting minutes**

Bruce McMorran called the meeting to order at 2:07 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review and approve the draft minutes of August 31, 2017, Leah Gibbs recommended making an edit and adding to page 2, paragraph 2 second sentence – *Through part of the ACAT process and the evaluation from H&W, we identified that there were missing policies in the ATPC policy book and that they need to be created, have been identified, and are being worked upon. Mr. McMorran made a motion that the draft minutes from August 31, 2017 will be reviewed and redistributed. All were in favor, zero opposed and the motion passed unanimously.*

**Project Management**

Ciara Wimby discussed the gathering of data that the ATPC Management, Facilities, and HR teams have compiled to put into a project plan to be able to show what percentage of work is being completed. The collections takes place on Fridays after being gathered from the respective areas and is compiled into a report on Mondays for Dr. Ramos to share during the Tuesday Touch Point meeting. Current data shared is through September 22<sup>nd</sup>. Ms. Wimby reviewed the Facilities Maintenance, H&W, and Human Resources Project Overview reports with the committee.

Ms. Gibbs shared how beneficial these reports have been and recommended giving the board brief updates. Ms. Wimby shared she will travel to ATPC with Lizeth Gutierrez of Facilities once a week to verify and review projects are completed.

#### **Recent DHS Surveys**

Mr. McMorran discussed the DHS survey that took place for 10 Sandstone Court on September 5<sup>th</sup> and 6<sup>th</sup> and 20 Sandstone Court on September 18<sup>th</sup> through the 20<sup>th</sup>. 10 Sandstone and 20 Sandstone Court were each issued one notice of deficiency. A response to the Notice of Correction will be delivered on Monday, October 2.

#### **Development of SOP for Notification that a Surveyor is on the Property**

Mr. McMorran will have a draft to Dr. Ramos on Tuesday, October 3<sup>rd</sup>.

#### **ATPC Security**

Officer Kelsh discussed a handout given to the board members regarding security assessments. Officer Kelsh briefly discussed 26 unusual incidents identified and resolved in the past year that have occurred on the ATPC campus.

Officer Kelsh had three recommendations for security improvements on the ATPC campus which included 3 additional Officers to accommodate the twenty-four hour operational schedule, campus security cameras for the main east entrance, north commercial delivery entrance, and warehouse and maintenance facilities, and lastly signage posted in various places along the campus exterior.

Ms. Gibbs inquired if other State offices had security cameras. Lieutenant Nejo confirmed some offices have cameras based on the threat assessment. Lt. Nejo related some security assessment issues he had knowledge about regarding the area surrounding ATPC. Ms. Gibbs recommended that Lieutenant Nejo provide to the board a written threat assessment and proposal that would include cameras and signage.

#### **Employee Recognition**

Members of the board discussed the dedication of the staff at Phoenix and ATPC State Operated Programs. Mr. Tansill is waiting on research surrounding clear guidelines for spending a nominal amount of money for employee recognition. Mr. Tansill assigned the task to Jasmin Colon and will address the board upon his findings.

#### **H&W Independent Solution Update**

The contract is being extended to continue utilizing knowledge to help develop ongoing curriculum for active treatment.

#### **ATPC Friends and Family Meeting Update**

A positive meeting was held Saturday, September 23<sup>rd</sup> with guardians. Some of the topics discussed were Group Homes, a fall festival that will occur on Saturday, October 28<sup>th</sup> 10:30am -2pm, and newsletter that will be distributed to families.

#### **McIntyre Fund Disbursement**

Mr. McMorran ask the board for permission to disburse money from the McIntyre fund because ATPC is having a Halloween dance for the members on October 28<sup>th</sup>. Mr. Charles Haskins will DJ for this event and has agreed on a payment amount of \$150. All were in favor, zero were opposed.

#### **CMS Updated Emergency Preparation Regulation for ICFs**

Mr. McMorran reported that Maureen Casey had some map recommendations for ATPC. The emergency preparedness meeting pushed an agenda for signage that shows the number of the building. Chris Adams is recommending tabletop and full scale mock in March.

#### **Facility Staffing**

Ms. Mailloux reported Direct Care Hab Tech IIs are currently undergoing background checks and physicals. A career fair will take place and fliers are being distributed in surrounding areas Casa Grande, Eloy, and Coolidge. On October 10<sup>th</sup>, Maintenance will have two Groundskeepers and Professional Staff will have Dr. Glen start at ATPC. Quality Assurance will have interviews on Tuesday.

#### **Training Resources Review**

Mr. Amberson discussed training at ATPC, overview of training positions, and adding a training administrative assistant at ATPC. Ms. Venne discussed 10 Sandstone Court training and possibility of adding 40 Sandstone Court.

#### **Physical Environment**

Amanda Rogers discussed daily contractors on site, exterior doors being installed, and waiting on proposal for interior doors. 50 Oasis ADA bathroom remodel will take place on October 9<sup>th</sup> which includes modifying the shower and replacing the floor. Dishwasher install quotes will be updated by Becky Campbell. Vendor is sending additional employees to complete project at Anne C. Dew Building.

#### **Policy Review**

Mr. McMorran will email and present Active Treatment SOP at next meeting.

#### **Budget Review**

Mr. Tansill reported fiscal year closed and reviewed the accounting with the board and reported projections for coming year around 18 million.

#### **Active Treatment Equipment Review**

Mr. Tansill will follow-up with infrastructure request.

#### **General Operations Review**

Nothing to add.

#### **Additional Data**

Nothing to add.

#### **Call to Public**

No comments.

#### **Adjourn**

Motion by Mr. McMorran to adjourn at 5:06pm. Seconded by Leah Gibbs.

All handouts, presentations, flyers and meeting materials are available for review through State Operated Services office.

Next Meeting Date and Time: Thursday, October 26, 2017; 2-4:30pm date, time and location to be announced by Public Meeting Notice posted at the Department of Economic Security website <https://des.az.gov/how-do-i/view-public-meeting-notice>.